

MEDICAL OFFICE SUPPORT

A student who has completed Job Corps' Medical Office Support program is trained and ready to work in this field. To complete a trade, the student must learn the academic and vocational skills required for graduation. Job Corps students also learn good work and personal habits, preparing them for life after Job Corps. To complete the Medical Office Support program, a student must master skills in the following categories:

SAFETY

Demonstrate the procedure for aseptic handwashing and the ability to describe standard precautions; list the general rules of health care facility safety; list general fire safety rules and procedures; explain the code systems for major emergencies; prepare an accident report.

SKILLS

Understand the various job functions in the medical records department; explain the reasons for maintaining a medical record; describe methods for tracking the location of medical records; list procedures for retrieving physician's records; understand the use of deficiency slips; understand the Physicians' Incomplete Area and the letters produced for incomplete medical records.

ASSEMBLING AND PROCESSING MEDICAL RECORDS

Demonstrate the ability to list the components of medical record forms and their purposes; assemble medical records according to the form order sheet; explain the purpose of the Master Patient Index and demonstrate procedures for updating and correcting MPI errors; describe methods for locating misfiles; demonstrate the ability to properly maintain a medical record; understand the admission and discharge process; demonstrate the ability to scan medical records.

MEDICAL TERMINOLOGY

Demonstrate the correct spelling of medical terms and correct use of common medical abbreviations; understand the basic work structure of medical terms and the use of suffixes and prefixes in medical terminology; use terminology in medical specialties.

CLASSIFICATION SYSTEMS

Understand the principles of ICD-9-CM, CPT-4, ICD major categories of illness, DMN-III-R and Multiaxial Evaluation System.

COMPUTER SKILLS AND PROCEDURES

Demonstrate the ability to use DOS commands and word processing.

FILE MANAGEMENT

Demonstrate the ability to follow numbering and filing methods: alphabetic, numeric, terminal digits, color coding, serial number, subject, tickler and unit record.



JOB CORPS
SUCCESS LASTS A LIFETIME.